

JOB DESCRIPTION

HARBORMASTER

Starting Pay: \$58,011.20 – \$70,491.20 per year plus benefits, DOQ

JOB DESCRIPTION

POSITION TITLE: HARBORMASTER

Serves a minimum 6 month probationary period

DEPARTMENT: PORT & HARBOR

SUPERVISOR: CITY MANAGER

CLASSIFICATION: EXEMPT: SALARIED

POSITION SUMMARY: Under the direction of the City Manager, supervises and is responsible for the overall direction and operation of the City's Port & Harbor facilities.

ESSENTIAL FUNCTIONS:

1. Supervise, direct and coordinate the job functions within Port & Harbor Department which include, but are not necessarily limited to: planning of future development of Port & Harbor facilities; maintenance of all facilities; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving personnel issues.
2. Prepare and implement all budgets within Port & Harbor as necessary.
3. Manage all financial aspects of Port & Harbor operations.
4. Implement and enforce safety regulations.
5. Read, analyze, and interpret engineering and business periodicals, professional journals, technical procedures, or governmental regulations.
6. Communicate effectively both orally and in writing.
7. Draft, organize, compose, prepare and effectively present reports and respond to requests for information and questions from groups of managers, employees, elected officials and the general public.
8. Define problems, collect data, establish facts, and draw valid conclusions.
9. Interpret and apply an extensive variety of technical information.
10. Prepare contract documents, conduct bidding and administer construction project contracts as necessary.
11. Coordinate and manage projects.
12. Seek and make applications for grant funding as necessary.
13. Acts as staff for Port & Harbor Commission; organize, prepare and post agendas, plan for meetings, keep minutes, etc.
14. Manage multiple programs, often under schedule deadlines.
15. Exercise considerable judgment and initiative when independent action is required.
16. Complete all training as required.
17. Serves as part of City's management team, and during emergencies as part of the City's Incident Management Team.

OTHER RESPONSIBILITIES:

1. Work directly with the City Manager in matters of significance and participate in meetings.
2. Regularly attend City Council meetings and provide information as required.
3. Assume other duties and responsibilities as required.
4. Perform other duties as assigned.

EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS REQUIRED:

1. High School graduate or GED required. College degree preferred.
2. Working knowledge of State and Federal regulations and permit requirements as applicable to Ports & Harbors.
3. Ability to compose correspondence and develop reports
4. Ability to organize and plan effectively and efficiently.
5. Ability to work with minimal supervision, handling multiple tasks; establishing priorities and schedules and meeting deadlines
6. Ability to work with the public, local and governmental officials and agencies with discretion, tact and courtesy.
7. Working knowledge of building and equipment maintenance.
8. Minimum eight (8) years of supervisory and/or project management experience preferred. SERVS experience preferred. Alternatively, a combination of experience and formal education will be evaluated and considered.
9. While performing the duties of this job, you will be required to walk; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee is frequently required to talk and hear; stand; sit; use hands to handle, or feel. Specific vision abilities required by this job include close vision and depth perception. Occasionally required to wear safety helmet and safety glasses, or other safety apparel.
10. Must be willing, able and available for night and/or weekend work as necessary.